

Jersey City Historic Preservation Commission Checklist For Certificate of Appropriateness

CASE#: _____

DATE: _____

PROPERTY ADDRESS: _____

APPLICANT: _____

OWNER: _____

Paper Documentation	Submitted			Waiver Requested	Remarks (Staff Only)
	YES	NO	N/A		
1. Completed application form					
2. Fee					
3. Escrow and completed forms if applicable					
4. Signed and sealed architectural drawings, if applicable, with colors and materials clearly noted. (15 Sets)					
5. Appropriate sketches indicating all proposed materials & colors, if architect's drawing are not required. (15 Sets)					
6. All materials & color specifications, including, but not limited to, applicable catalog cuts, detailed drawings or photo, sample paint chips, brick & mortar samples. (15 Sets)					
7. Current photo of existing façade(s) exposed to public view. (15 Sets)					
8. Copy of Tax Assessor's 1938 photo, if not already on file. (15 Sets)					
9. Detailed description of proposed work.					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

Adapted from: The Jersey City Land Development Ordinance - Application Requirements, Development Procedures & Checklists and the Jersey City Historic Preservation Commission Regulations for Alterations & Additions to Buildings & New Construction in Historic Districts.